

**November 2024**

Dear Valued Partner,

As we strive to improve our payment processes through technological enhancement, Carlow University is moving toward a more automated payment system, to reduce the time for our suppliers to receive payment. Going forward, our preferred payment method is Virtual Card. This change will allow Carlow University to make payments faster, more securely and reduce the use of paper checks.

We are implementing a Payments Program which will optimize the payments process for both Carlow and our valued suppliers. We have partnered with Finexio, experts in commercial payment execution, and this program delivers payments using a Finexio virtual card processed using your existing card processing solution.

The benefits of the Finexio Virtual Card program include:

- **Faster Settlement:** Virtual cards are issued quickly, are delivered on the same day, and typically settle without delay - you get access to your funds sooner.
- **Easy Reconciliation:** Each payment includes detailed remittance advice tying back to specific invoices - less time reconciling or tracking down payments or lost checks.
- **Improved Security:** Finexio virtual cards are single-use cards which carry enhanced security measures ensuring they may only be processed by the appropriate payee.
- **Better Information:** Complementary 24/7 access to the Finexio Payee Portal where you can access all of your payment information.

Our research shows you may already have the ability to process card payments, enabling a smooth transition to this enhanced process. Even if you don't currently accept payment via cards, Finexio may be able to refer you to card processing solution options.

To expedite your onboarding process online, for the Virtual Card program, please click the link below:

[Electronic Enrollment Form](#)

We are excited about this initiative and want to thank you in advance for your cooperation. We look forward to continued success in our partnership.

Sincerely,



Nancy Degenhardt  
University Controller

Dear Valued Partner,

Please be advised that Carlow University has entered into an agreement with Finexio to assist us in managing our vendor invoices and facilitating payments to our vendors.

As such, Carlow University hereby authorizes you to share our invoices and account information on file with you with Finexio employees and representatives in order to affect this purpose.

Thank you for your cooperation.

Sincerely,



Nancy Degenhardt  
University Controller